



ASSET MANAGEMENT SPECIALIST 3

Department: Planning and Public Works
Job Class #: 567700
Pay Range: Engineering/Technical 07

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is complex technical work in the field of infrastructure asset management. An employee in this class possesses expertise and performs significant but standardized asset management functions requiring some independent decision making. Incumbents create and maintain asset management information from data and make calculations, perform analysis, keep records, and conduct quality control based upon established methods or in accordance with general instructions.

SERIES CONCEPT: The Asset Management Specialist 3 is distinguished from the Asset Management Specialist 2 classification by its application of highly specialized technical asset knowledge used to create asset management information and analysis for decision makers from data. Employees in this classification independently respond to problems and questions regarding a limited area of expertise, and frequently lend assistance to employees performing similar or related duties. The Asset Management Specialist 2 is primarily focused on the collection of asset management data.

ESSENTIAL FUNCTIONS:

- Produce information, reports, graphs, project lists, maps, and other information.
- Make recommendations to decision makers to be used in resource allocation decisions made to manage infrastructure assets.
- Write technical reports, operational guidelines, or documents to support a job function and record information for future use.
- Provide technical information and explain policies and procedures to the public, other staff or groups in person, on the telephone or in writing.
- Organize and analyze data and perform difficult calculations and mapmaking to support a major asset management function in the department.
- Conduct on-site inspections to gather data or to assure the quality of asset condition and inventory data being collected by lower level technical positions; prepare inspection reports.
- Prepare and or review routine data collection plans for conformance to pre-established Pierce County standards, methods, and procedures.
- Operate geographic information systems, computerized maintenance management systems and other data base interface tools, asset management systems, reporting tools, modeling programs, and project management systems as required to complete assigned tasks.
- Prepare preliminary estimates of materials, quantities, and costs for construction and maintenance projects.
- Develop and maintain project files and other records.
- Prepare and perform data quality control and final reports upon the completion of projects.
- Interpret data and information for the purpose of providing asset management decision making.
- Operate data collection equipment to ensure that data collection meets the quality standards for asset management.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

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- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Lift up to 30 Pounds

OTHER JOB FUNCTIONS:

- Prepare electronic or hard copy maps for displaying information.
- Perform data analysis and create reports.
- Perform inspections and work planning functions.
- Draft standard operating procedures and update appropriate operational manuals.
- As a leader of a team or crew, assigns and reviews the work of one or more technical staff engaged in the routine collection of data or inspection.
- Assist and train other employees in area of specialization.
- Perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of an administrative superior who reviews work periodically through conferences, reports, and results achieved. Employees work independently and have the authority to make decisions within pre-established standards on non-policy issues. This classification may be responsible for leading lower level staff in an assigned area.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Asset Management Specialist 3 works in an office and in the field on a routine basis. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Field inspection work is performed outdoors in various locations and often in environmentally sensitive areas that are subject to cold weather, rough or unstable terrain, and wet conditions. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Hand and finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling, reaching, climbing and lifting associated with equipment used for Asset Management data collection weighing up to 30 pounds. Ability to travel to work sites and meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Higher level statistical analysis methods.
- Higher level mathematics including algebra, and trigonometry.
- Terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved.
- Infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- System performance measurement concepts and methods.
- Applicable state and federal laws, regulations and ordinances.
- Application of geographic information systems including software, equipment, and symbols.
- Application of computerized maintenance management and asset management system technologies.

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Skill in:

- Computer software programs and instrumentation currently utilized for the work performed.

Ability to:

- Create complex or difficult information and/or maps based on records or data and calculations.
- Create and develop files alphabetically, numerically, or by other predetermined classifications.
- Become familiar and keep current with asset management concepts, principles, and practices.
- Plan, lead and/or coordinate the work of lower level technical staff or project team members.
- Collect and analyze technical information and to develop logical solutions or alternatives to problems.
- Use a personal computer and other technology to implement asset management systems and to develop guidelines to complete a job function.
- Prepare, interpret and utilize plans, maps, and reports.
- Inspect the work of others.
- Understand, follow and execute moderately complex oral and written instructions.
- Plan, review, and coordinate work with others.
- Make field measurements and complete calculations using computers or calculators.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in mathematics, engineering, geography or closely related field and two years of progressively responsible experience, including one year as an Asset Management Specialist 2 or equivalent classification. Additional education or experience may substitute for the required education. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.